

TOWN OF SOUTHAMPTON



Department of Community Preservation
24 W. MONTAUK HIGHWAY
HAMPTON BAYS, NY 11946

MARY C. WILSON, ESQ.
PROGRAM MANAGER

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ANNA THRONE-HOLST
TOWN SUPERVISOR

**TO APPLY FOR A REFUND FROM THE
PECONIC BAY REGION CPF TRANSFER TAX
(1st time Homebuyer's Exemption)**

1. Submit to our office (via mail or drop off) the following documents:
 - a. The [1st Time Homebuyer's Exemption Application](#), notarized
 - b. Copy* of full previous year Federal or State Income Tax return
 - c. Copy* of the Contract of Sale, signed by both parties
 - d. Copy* of the [Peconic Bay Region Community Preservation Fund form](#) (one of the forms filled out at closing)
2. Once the 1st time Homebuyer Exemption application form is approved, we will place a resolution on the Town Board agenda, which authorizes this refund. When the resolution is adopted, we will mail you the pertinent information and documents for your submittal to the County to process the refund.
3. Please submit these documents to the below address:

Town of Southampton
Community Preservation Department
24 W. Montauk Highway
Hampton Bays NY 11946
(631) 287-5720

****PERTINENT FORMS CAN BE DOWNLOADED AT:**

[1st Time Homebuyer's Exemption Application](#)
[Peconic Bay Region Community Preservation Fund](#)

***Please make sure you bring copies of these documents for our records.
We cannot make copies in our office.
Thank you.**